

VIRGINIA BOARD OF BAR EXAMINERS

2201 West Broad Street • Suite 101 • Richmond, Virginia 23220-2022 • 804-367-0412

APPLICATION FOR REINSTATEMENT TO THE VIRGINIA STATE BAR

I, the applicant named below, hereby apply to the Virginia Board of Bar Examiners for permission to sit for the February or July, _____ (year) Virginia Bar Examination and for a license to practice law in the Commonwealth of Virginia in conformity with the Rules of the Board and the laws of the Commonwealth of Virginia.

Full legal* name: _____
Salutation _____ First _____ Middle _____ Last _____ Suffix _____

*If you pass the Virginia Bar Examination you will be licensed in the name listed above. This must be your full name as it appears on your birth certificate or name change order. Initials are not acceptable unless initials are part of your full legal name. If you are married and if you have never assumed your husband's last name on any educational, financial or legal documents, your full legal name would be your maiden name. If you have assumed your husband's last name, your middle name may be your middle name as shown on your birth certificate, your maiden name, or both if you so choose.

1. Mailing Address Street _____ Apt _____
City _____ State _____ ZIP _____ County _____
Home phone _____
Email address _____
Date of Birth _____

Any change in Mailing address, telephone number or email address must be reported immediately to the Secretary of the Board of Bar Examiners. Change of Address Forms are available at www.vbbe.state.va.us.

2. Social Security Number _____ or Control Number issued by the **Virginia** Dept. of Motor Vehicles): _____
3. I am currently employed by _____ located at: Street _____
City _____ State _____ ZIP _____
Business phone _____

You MUST select the appropriate "Yes," "No," or "N/A" (Not Applicable) response in the left margin of the application for each of the following questions which apply to you. All "no" responses require a complete explanation on Page 4 of this application (except for items 4(A) and 5).

- ☐ Yes **4. (A)** Do you require non-standard testing conditions to enable you to sit for the examination?
☐ No
- ☐ Yes **(B)** If yes, I have attached the required Petition and other required documentation. See Section IV:9
☐ No of the Rules of the Virginia Board of Bar Examiners for details.
- 5. Educational Information and Requirements:** I comply with the academic requirements listed in Section II of the Rules of the Virginia Board of Bar Examiners as follows: (Check the appropriate box and complete **ONLY** one section on page 2.)
- ☐ I have graduated from an ABA approved law school - Answer 5(A).
☐ I received a portion of my legal education at a foreign law school and obtained an LLM - Answer 5(B).
☐ I completed my legal studies under the Law Reader Program - Answer 5(C).

- ☐ Yes ☐ No
- (A)** I was graduated from _____ School of Law on _____ ; School Code _____
- (i)** I enclose a Certificate of Graduation from such law school.
- (B)** I received a portion of my legal education at a foreign law school and in accordance with Section II:2 of the Rules of this Board, I enclose the following documents:
- (i)** Evidence of my foreign legal education.
- (ii)** Evidence of my degree from an ABA approved law school.
- (iii)** Certification from the Dean of one of the ABA approved law schools in Virginia that my foreign legal no education together with my approved law school degree is the equivalent of that required for an LLB or a JD degree in such Dean's law school.
- (C)** I received my legal education in the office of _____, Attorney at Law, and I received my Final Attorney's Certificate dated _____
- ☐ Yes ☐ No
- (i)** I enclose such Certificate.

- ☐ Yes ☐ No
- 6. (A)** Have you ever made prior application for admission to the Virginia Bar by examination or on motion (without examination)? If yes, give type of each application and the dates of application below.

Type of Application	Application Date or Exam Date
_____	_____
_____	_____

- ☐ Yes ☐ None
- (B)** I list below ALL jurisdictions (other than Virginia) to which I have ever applied for examination and/or admission to practice law, specifying the date of every application and/or examination and the results of each. (If application was made and withdrawn, so state and give reason for withdrawal. If none, so state. Use additional sheets if necessary.)

Jurisdiction	Application Date	Application Type	Application Status
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

- ☐ Yes ☐ N/A ☐ No
- (C)** I attach hereto an original certificate of good standing from a judge or the clerk of the court of last resort of each of the jurisdictions listed above where I am admitted to practice law.

- ☐ Yes ☐ No
- 7.** I attach (please staple), on page 4, two (2) ORIGINAL, IDENTICAL, passport-style photographs taken within the preceding twelve months. *Your name must be printed on the reverse side of each photograph.*

- ☐ Yes **8.** I enclose the required Reinstatement Application Fee for permission to sit for the Essay portion of the bar exam. Such fee is payable to Virginia Board of Bar Examiners ONLY by certified check, cashier's check, or money order - NO PERSONAL CHECKS ACCEPTED.
- ☐ No
- ☐ Yes **9.** I understand that if all questions contained in this application are not answered fully and completely on its initial submission the application may not be considered as being timely filed.
- ☐ No
- ☐ Yes **10.** I understand that this application must be RECEIVED in the Office of the Secretary on or before the filing deadline for the examination for which I have applied, and that NO APPLICATION RECEIVED AFTER THE FILING DEADLINE WILL BE ACCEPTED unless it is *deemed* to be timely filed by having complied fully with § 54.1-3925 of the Code of Virginia. An application received after the filing deadline which has been sent by a method of mail or delivery service other than prepaid REGISTERED or CERTIFIED mail will **NOT** be accepted. I understand that it is my responsibility to see that my application is received, and that any delivery method I choose is at my own risk. I further understand that no part of the application form or required attachments may be transmitted by a facsimile machine.
- Note: THE FILING DEADLINE FOR THE FEBRUARY EXAMINATION IS ON OR BEFORE THE PRECEDING 15TH OF DECEMBER AND THE FILING DEADLINE FOR THE JULY EXAMINATION IS ON OR BEFORE THE PRECEDING 10TH OF MAY. (The filing deadlines changed effective July 1, 1998.)**
- ☐ Yes **11.** I acknowledge that this is a continuing application process and if any answer on this application changes prior to my admission to the bar, I am required to so notify the Board in writing.
- ☐ No
- 12.** By filing this application, I hereby:
- (A)** Authorize and request every person, firm, corporation, association, and agency having control of any documents, records, or other writing, or having other information pertaining to me, to furnish to the Board any such writings and information the Board believes will relate to my moral character and/or fitness to engage in the practice of law, and to permit the Board and any of its agents or representatives to inspect and make copies of such documents, records, and other writings.
- (B)** Agree that all information provided by this application, and all other information received by the Board and believed by it to have a bearing upon my moral character and/or fitness to engage in the practice of law, may be released by the Board at any time, and without liability to the Board, its members, agents, or other representatives, to any judicial, executive, or legislative official, or to any investigatory or regulatory body or agency, when the Board considers such release to be reasonably needed by such official, body, or agency in response to his or its inquiry relating to my moral character and/or fitness to engage in the practice of law.
- (C)** Agree that the foregoing shall remain in effect for any future examination for which I may make application to the Board.

STATE OF _____

(Signature of Applicant)

COUNTY/CITY OF _____

I, a Notary Public of such County/City, certify that this day personally appeared before me in such County/City _____ who thereupon made oath that all statements contained in this application are true and complete.

Given under my hand this _____ day of _____, _____.

My Commission expires _____, _____.

Notary Public

Reinstatement Photo ID - Page 4

Passport-style photos description

2x2 inches in size.

Identical, showing current appearance taken within the preceding twelve (12) months.

Head & shoulders, full face, front view in normal street attire.

Do not wear a hat or headgear unless worn daily for religious or medical reasons.

Do not wear dark glasses unless required for medical reasons.

Attaching photos to application

Be sure that your identical photos are 2x2 inches

Staple or tape your photos **exactly** within the 2x2 inch square outlined below

You **MUST TYPE** your **Full Legal Name** above each picture on **BOTH Applicant IDs**.

You **MUST** sign **BOTH** "**Applicant Signature**" lines below.

Applicant

Signature: _____

↑ TO BE COMPLETED WITH APPLICATION ↑

↓ TO BE COMPLETED AT EXAM ONLY ↓

Applicant ID #: _____

Bar Exam

Signature: _____

↑ TO BE COMPLETED AT EXAM ONLY ↑

TYPE Full Name exactly as on application

**Virginia Bar
Examination**



APPLICANT

This photo ID must be returned
at the conclusion of the exam.

Attach identical photos
over this outlined square

Applicant

Signature: _____

↑ TO BE COMPLETED WITH APPLICATION ↑

↓ TO BE COMPLETED AT EXAM ONLY ↓

Applicant ID #: _____

Bar Exam

Signature: _____

↑ TO BE COMPLETED AT EXAM ONLY ↑

TYPE Full Name exactly as on application

**Virginia Bar
Examination**



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